

## **Terms of Reference for an Executive Committee**

### **1. Purpose**

The Executive Committee of the National Steering Council (NSC) of HFHx, plays a vital role in the organization's ongoing management and governance by facilitating decision making in between council meetings, supervising the implementation of policies and strategies, and managing emergency situations. This committee ensures the organization can operate efficiently and effectively at all times. In turn, it helps plan NSC meetings, sets the agenda and makes sure it includes important topics.

### **2. Membership and composition**

Members of the Executive Committee must be NSC members and will be presided by the chair of the NSC. Regarding its composition, each NO may adapt the proposed suggestion to its organizational situation. Suggestion: members could be the Treasurer, Secretary and/or a chair of the NSC's permanent committees. The National Director is an ex officio member of the Executive Committee.

Other members of the NSC and senior staff in each area, among others, may be invited depending on the agenda.

### **3. Responsibilities**

- a) Authorized to address NSC matters arising in between its meetings, exercising some of its legal powers when it is not in session. This must be established when approving these regulations.

- b) Implement procedures to ensure coordination between the NSC and its permanent committees, coordinate and follow up on the agendas of the committees, monitoring their progress and addressing operational issues not covered by other committees.
  
- c) Review the performance and remuneration of the ND each year. Any relevant change in the ND's employment conditions will be recommended to the NSC for its approval.
  
- d) Promote continuous analysis and reflection on the implementation of policies and strategies approved by the NSC, ensuring that the organization remains on track toward achieving its objectives.
  
- e) May supervise and provide guidance about the organization's communication strategies
  
- f) Evaluate its performance annually

#### **4. Meetings and reports**

The Executive Committee will meet when convened by the Chair. Meetings will take place within the frame of the agreement established by the NSC. Committee members will be provided with meeting agendas in advance, along with any appropriate informational material. Minutes of the meetings will be recorded, and the committee will inform the NSC regarding the results of its meetings.

#### **5. Resources**



The Executive Committee may convene and/or hire advisors for support in fulfilling its responsibilities. If necessary, it may request the participation, as guest, of an organization official, external lawyer or independent auditor, subject to prior authorization by the ND.